

City of Kerrville Planning & Zoning Commission Agenda

Thursday, January 18, 2007, 4:15 p.m.*

City Hall City Council Chambers, 800 Junction Highway, Kerrville, TX

The meeting place has wheelchair accessibility and available accessible parking spaces. Please call the City of Kerrville Planning Division at (830) 792-8354 forty-eight hours (48) before the meeting to request accommodations.

1. *4:15 p.m. Pre-Meeting Session, City Council Chambers

Review of today's agenda items between Staff and the Commission. No action will be taken and there is to be no discussion between the Commission and the applicant(s) or other audience.

2. 4:30 p.m. Call to Order

Chairperson calls the meeting to order; roll call.

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3. Visitor/Citizens' Forum

Any person with business not scheduled on the agenda is encouraged to briefly speak their ideas to the Commission. Please fill out the SPEAKER REQUEST FORM and give it to the Commission's Secretary prior to the meeting. (No formal action can be taken on these items as the Open Meetings Act requires formal action items be posted on an agenda no later than 72 hours before the meeting. If formal action is required, the items will be placed on an agenda for a future meeting.)

4. Consent Agenda

All items listed below in the consent agenda are considered routine or ministerial in nature and will be enacted with one motion. There will be no separate discussion of items unless a Commissioner or citizen so requests; in which case the item(s) will be removed from the consent agenda and considered separately.

4A. Approve the minutes from the meeting of January 4, 2007.

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5. Information and Discussion – Concept Plan

5A. Review and discussion of a proposed single-family development on approximately 325 acres (Wenzel/Hartman Tracts) adjacent to the City limits, generally located along the northeast extension of Coronado Drive and west of Harper Road. Applicant: Matkin-Hoover Engineering. (File #2006-37).

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6. Discussion and Consideration – Real Estate Acquisition Policy

6A. Consideration of a recommendation to the City Council of the City's Real Estate Acquisition Policy. Applicant: City of Kerrville.

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7. Staff Reports

7A. Future Agenda Items/Project Update. Applicant: Senior Planner

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8. Adjourn - The next scheduled meeting is Thursday, February 1, 2007.

**BUSINESS OF THE PLANNING AND ZONING COMMISSION
CITY OF KERRVILLE, TEXAS**

AGENDA ITEM: 4A **FOR AGENDA OF:** January 18, 2007
DESCRIPTION: Approval of the minutes from the meeting of January 4, 2005.
APPLICANT(S): Planning and Zoning Commission Secretary
ATTACHMENT(S): Minutes

The Commission's Secretary recommends approval of the proposed minutes.

MEMBERS PRESENT:

Mack Hamilton, Chairperson
George Hager, Vice Chairperson
Jim Kessler, Commissioner
Bruce Motheral, Commissioner

MEMBERS ABSENT:

Andy Phillips, Commissioner
Carl Meek, Ex-Officio City Councilperson
Paul Hofmann, Ex-Officio City Manager

STAFF PRESENT:

Trina Ramirez, Planning and Zoning Commission Secretary
Gordon Browning, Senior Planner

1. CALL TO ORDER:

Chairperson Mack Hamilton, called the Kerrville Planning and Zoning Commission regular meeting to order at 4:39 p.m. on January 4, 2007 in the City Hall Council Chambers, 800 Junction Highway.

2. VISITOR/CITIZENS FORUM:

No person spoke.

3. CONSENT AGENDA:

3A. Approval of the minutes from the meeting of December 7, 2006.

Cmr. Kessler moved for approval of the consent agenda; as amended; motion was seconded by Cmr. Hager and passed 4-0.

4. Consideration

4A. **Preliminary Plat Extension** – Consider a request to extend the preliminary plat approval for Las Colinas of Kerrville, a 59 lot residential development located along Sheppard Rees Road. (File #2005-34)

Cmr. Motheral moved for approval of the preliminary plat extension; motion was seconded by Cmr. Kessler and passed 4-0.

5. Staff Report

5A. Future agenda items. Applicant: Senior Planner.

Mr. Gordon informed the Commission of items for future agenda.

6. Adjournment The next regularly scheduled meeting is January 18, 2007.

The meeting adjourned at 4:55 p.m.

ATTEST:

Mack Hamilton, Chairperson

Trina Ramirez, Recording Secretary

**BUSINESS OF THE PLANNING AND ZONING COMMISSION
CITY OF KERRVILLE, TEXAS**

AGENDA ITEM: 5A **FOR AGENDA OF:** January 18, 2007

DESCRIPTION: **Information and Discussion – Concept Plan:** Review and discussion of a proposed single-family development on 325 acres (Wenzel/Hartman Tracts) adjacent to the City limits, generally located along the northeast extension of Coronado Drive and west of Harper Road.

APPLICANT(S): Matkin-Hoover Engineering, Inc. for Phoenix Summit Ltd.

ATTACHMENT(S): Locator Map, Concept Plan

SUMMARY STATEMENT – FINDINGS OF FACT

Article 10-IV-2 of the Subdivision Ordinance states in reference to concept plan submittal:

“...staff shall present the concept plan to the commission for review and comment. The objective of the concept plan presentation is to clarify city regulations and the comprehensive plan – land use strategy guidelines, as they apply to the parcel of land in question and its proposed subdivision.”

While the Planning and Zoning Commission may review and comment on a concept plan, there is no approval and disapproval by the Commission or any other City entity. Concept plans are intended as precursors to preliminary plat submittals.

Pursuant to the above referenced article of the Subdivision Ordinance, the applicant wishes to present a concept plan outlining proposed development on land currently outside the City limits but within the extraterritorial jurisdiction (ETJ).

The Comprehensive Plan shows the land use designation for this area as “Rural Development”.

Staff has reviewed the concept plan for the Wenzel/Hartman Tracts and has the following comments;

THOROUGHFARE PLAN:

The Thoroughfare Plan, Kerrville Comprehensive Plan, shows two (2) collector streets through this tract, an extension of Doris Drive east to Harper Road and Glenview Drive north to the Doris Drive extension. An amendment to the thoroughfare plan will be required for this proposed development based on the attached concept plan. Amendments to the Thoroughfare Plan require public hearings at the Planning and Zoning Commission and City Council and passage of an ordinance by City Council.

This process must be **completed prior** to the submittal of preliminary plats based on the concept plan submitted for review.

Hartman tract (25 acres):

This portion of the proposed development is currently within the ETJ and adjacent to the City limits (Village Glen, Section Two subdivision). The applicant is proposing voluntary annexation of this tract and developing the property to current R1 standards. The development process for this tract will consist of the following, after approval of the Thoroughfare Plan amendment;

- Request for voluntary annexation,
- Submittal and approval of a preliminary plat,
- Submittal and approval of engineering plans and final plat.

Wenzel Tract (300 acres):

This portion of the development is also currently within the ETJ and adjacent to the City limits (Village Glen, Section Two and Hilltop Village subdivisions). The applicant is proposing to develop this tract as a rural subdivision as follows;

- 5 acre average lot size (55 lots),
- Private central water system,
- Individual septic systems, and
- Private/gated streets.

The development process for this portion of the development will consist of the following, after approval of the Thoroughfare Plan amendment;

- Submittal of a preliminary plat for the entire tract, variances may be required (see below),
- Submittal and approval of engineering plans and final plats.

As stated above, there is no approval or disapproval of a concept plan by the Commission or any other City entity, however, staff does have some concerns with this proposal that we feel should be stated at this time.

Streets:

In the 300 acre Wenzel Tract, the applicant is proposing a rural street development, i.e. without curb and gutter. The streets are being proposed with a 24-foot pavement section within a 60-foot right-of-way. Per the City's Subdivision Regulations, proposed street systems shall be extended at the same or greater width as the existing streets, but in no case less than the required minimum width. Collector streets are required to have 60-feet of right-of-way and consist of 40 to 42-foot pavement widths. The streets identified within this subdivision are proposed to be 24-feet wide with street side drainage ditches. While streets in the ETJ may be developed without curb and gutters, approval of an alternate method of street drainage must be approved by the City Engineer. If such a method can not be achieved, curb and gutter streets will be required. Note that the City's Subdivision regulations allow Rural Residential Subdivisions with average lot sizes of five (5) acres to construct collector streets identified in the Thoroughfare Plan with a pavement width of 24-feet.

Street intersections shall be as nearly at right angles as is possible and no intersection shall be at an angle of less than sixty (60) degrees.

The developer also proposes that the streets in this development be private and gated, with maintenance by a Property Owner's Association. If private streets are approved, prior to the submittal of the final plat a copy of the Property Owner's Association documents shall be

submitted to the City for review. Also, the proposed gates must be approved by the Fire Department.

The concept plan also proposes three (3) cul-de-sacs that exceed the maximum length of 600-feet. Cul-de-sacs may exceed 600-feet if necessitated by topography, the need for these extensions will need to be presented with the preliminary plat, a variance may be required.

NOTE: If an amendment to the Thoroughfare Plan is not granted, this development will be required to conform to the Thoroughfare Plan providing for the two (2) collector streets as shown.

Water Supply Systems:

The developer is proposing a private centralized water system to serve this project. Per the City's Subdivision regulations, a proposed residential subdivision can only be served by a private central water system if the subdivision is located more than 2000 feet from the nearest City owner utility. City-owned water mains are within 2000-feet of this proposed development.

Sanitary Sewer System:

The developer proposes private on-site septic systems for this project. Per the City's Subdivision regulations, a proposed residential subdivision can only be served by individual septic systems if the subdivision is located more than 2000-feet from the nearest City owned utility. City-owned sewer mains are within 2000-feet of this proposed development.

Storm Water:

Per the City's Design Manual for Storm Drainage Facilities, storm water detention is required with this development, however, the concept plan does not show storm water detention to be proposed.

Preliminary Plat Submittal:

In addition to the information required in Article 10-IV-2 of the Subdivision Ordinance for preliminary plat submission, the following items should also be provided;

- A request in writing for any variances that may be required,
- A preliminary list of proposed street names,
- Show all existing and proposed easements with dimensions,
- Show private streets as access and utility easements,
- Show front and exterior side yard setbacks for the portion of the development to be annexed.

The following comments are provided for information.

- Install fire hydrants every 500-feet.
- Radius of corners, 25-foot on the inside and 50-foot on the outside.
- Any dead ends will need a 50-foot radius cul-de-sac for fire apparatus turnaround.
- All electronic gates will need an electronic Knox key override and fail safe on the gate in case of power failure for emergency vehicle access.
- If gates are manual they will need an Knox lock interlock with private lock for emergency vehicle access.
- All gates will need a total horizontal clearance width minimum of 20-feet and vertical clearance of 13'6".

- Private roads should be marked with Fire Lane signs on one side if the street is over 26-feet in width. Both sides if the street is less than 26-feet in width.
- The proposed access point shown at Harper Road will require TxDOT approval.
- Utility easements for the franchise utilities may be required for this development.

RECOMMENDED ACTION

Review and discuss the concept plan with the applicant. No action is to be taken.

**BUSINESS OF THE PLANNING AND ZONING COMMISSION
CITY OF KERRVILLE, TEXAS**

AGENDA ITEM: 6A **FOR AGENDA OF:** January 18, 2007

DESCRIPTION: **Discussion and Consideration – Real Estate Acquisition Policy:**
Consideration of a recommendation to the City Council of the City's Real Estate Acquisition Policy.

APPLICANT(S): City of Kerrville

ATTACHMENT(S): Draft Policy

History:

- October 10, 2006 – City Council directs the Planning and Zoning Commission to review and comment on the proposed Real Estate Acquisition and Disposition Policy for the City.
- October 19, 2006 – Staff distributes copies of the proposed Real Estate Acquisition and Disposition Policy to the Commission.
- November 2, 2006 – Discussion of the policy by the Commission.
- January 18, 2007 – **Discussion and recommendation to the City Council.**

Summary:

Previously, staff and the Commission have reviewed and discussed proposed drafts of the policy. Those comments and recommendations are reflected in the latest draft.

RECOMMENDED ACTION

1. Review and discuss the policy as presented by Staff, and
2. Recommend to Council approval of a Real Estate Acquisition Policy.

**BUSINESS OF THE PLANNING AND ZONING COMMISSION
CITY OF KERRVILLE, TEXAS**

AGENDA ITEM: 7A **FOR AGENDA OF:** January 18, 2007

DESCRIPTION: Future Agenda Items/Project Update

APPLICANT(S): Gordon Browning, Senior Planner

ATTACHMENT(S):

As of this writing the February 1, 2007 meeting agenda will consist of the following two (2) plats;

Palacios Del Guadalupe:

This preliminary plat is a one (1) lot subdivision for a proposed condo project adjacent to the river.

Villas at the Park:

This is a replat of Mesa Park 1, Block 2, Lot 1, a 4.21 acre tract being proposed for a townhouse development at Singing Wind Drive and Bridle Path.

Project Update:

During their meeting of January 9, 2007 the City Council approved Conditional Use Permits for vehicle sales – used at 2404 Memorial Blvd and retail trade limited allowing the sale of new and used merchandise, except used major appliances at 3000 Memorial Blvd. The Council also held the second and final ordinance reading for the annexation and zoning of Comanche Trace, Phase 11.